

INTRODUCTION

Timeline for 2007 Performance-based Contract Process

What's New for 2007

Where Can I Get Help with the GAC

Training on the Performance-based Contract Process

TIMELINE OF THE CY 2007 PERFORMANCE-BASED CONTRACT PROCESS

Activity:

Date:

- | | |
|---|-------------------------------|
| • Formula Allocations to Local Agencies | Aug 18, 2006 |
| ▪ Training for Staff | July 2006 |
| ▪ Training for Local Agencies | August 2006 |
| • LPHD Decision on Acceptance of Funds & Consortia | Aug 1 – Aug 23, 2006 |
| - If LPHD is refusing any funds or is forming consortia with other LPHDs, Office of Operations and RO must be notified by <u>August 23rd at the latest</u> | |
| • Locals Enter 2007 Objectives into GAC | Aug 18 – Sept 15, 2006 |
| • DPH Negotiation with Locals | Sept 5 – Oct 31, 2006 |
| - Negotiation includes agency, DPH central office program staff, DPH regional office contract administrator | |
| - Teleconference negotiations will be scheduled only if necessary | |
| - If agreement is not reached by <u>November 1</u> , DPH will require a final date for negotiation agreement. | |
| • Office of Operations Sends Contracts to Locals for Signature | As negotiations are completed |
| • Local Returns Signed Contract to Office of Operations | By November 30, 2006 |
| • CARS Payments Begin | January 1, 2007 |

WHAT'S NEW FOR 2007

- **New Programs:**

The Radon Protection Program is joining the Performance-based Contract Process for disseminating funding to local agencies and local Radon Information Centers.
- **Formula Allocations:**

All programs funding formulas have been updated with (1) new population estimates and (2) local health department level determinations.
- **Template Objectives:**

Many of template objectives reflect desired program direction, in line with state and federal requirements associated with the funding.
- **Timeliness:**

Designate a back-up negotiator if a response is not possible within seven working days.

Complete negotiations within four (4) weeks of entering objectives for a program. If negotiations are not completed within four weeks or October 31, 2006, the regional office contract administrator will schedule a conference call to complete.
- **Grants and Contracts (GAC) System:**

Final versions of the program boundary statements and program quality criteria will be available in the GAC.

Currently, some other enhancements are being worked on. We will communicate with you as those are completed.
- **DHFS Webpage**

The following website contains all training materials and links to webcast training sessions: <http://dhfs.wi.gov/Health/GAC/index.htm>

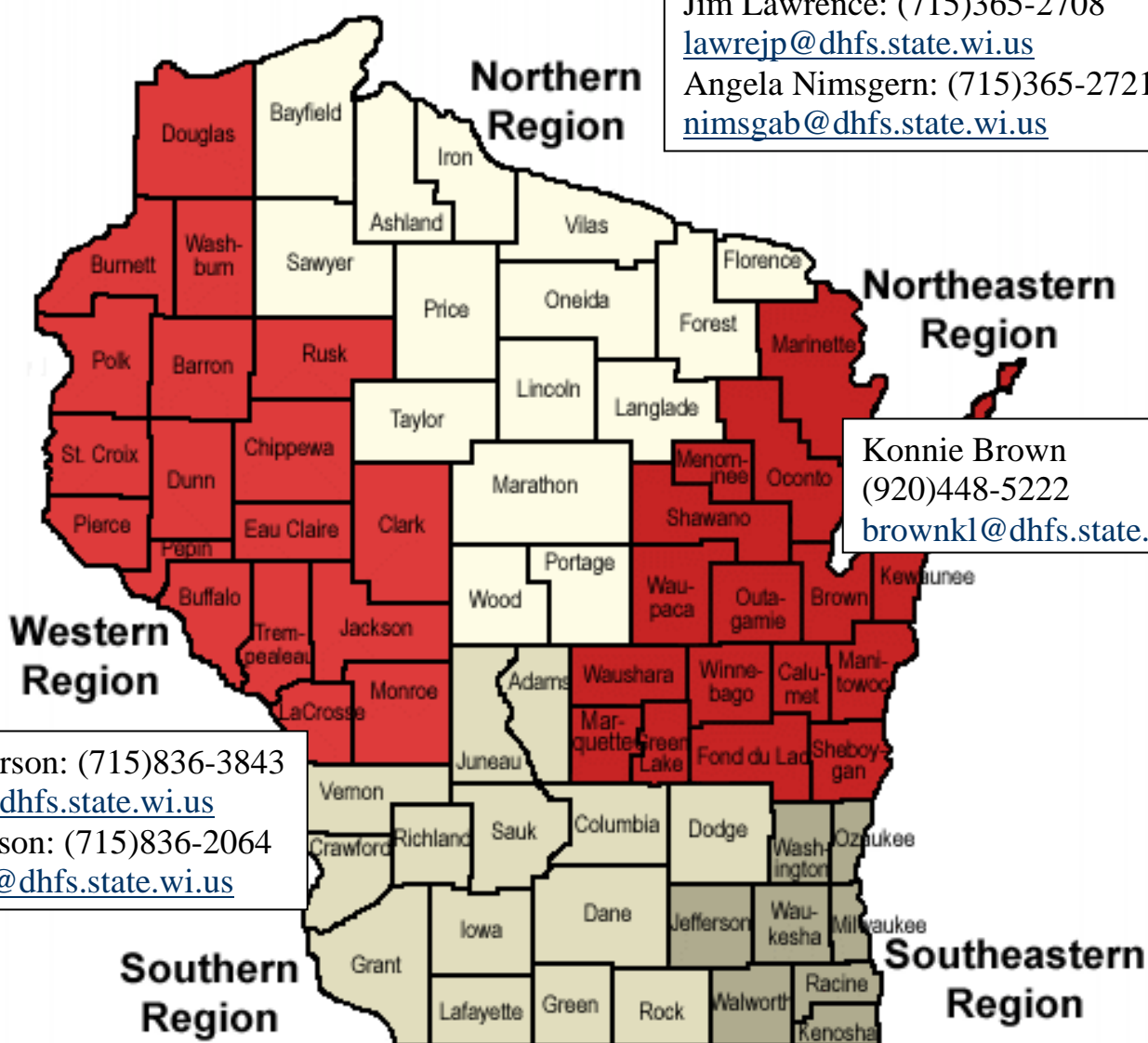
WHO CAN I CALL TO GET HELP IN USING THE GAC SYSTEM?

Mike Stueck, DHFS, DPH, Operations

(608)266-3893, stuecma@dhfs.state.wi.us

Or ask someone within your agency who has experience with the GAC.

Or contact the individual in the DPH Regional Office nearest you.



Jim Lawrence: (715)365-2708

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For a training session on the GAC system, go to dhfs.wisconsin.gov/Health/GAC/index.htm

TRAINING ON THE 2007 PERFORMANCE-BASED CONTRACT PROCESS

The Calendar Year 2007 Performance-based Contract Process has been established. Information about the process is included here and can be found at <http://dhfs.wi.gov/Health/GAC/index.htm>.

- Read the document, *What's New for 2007*, page 3, for details on enhancements on the Grants and Contracts (GAC) system or changes to the process.
- Refer to the *Timeline*, page 2, for deadlines for specific aspects of the process.
- For in-depth detail, including DPH program boundary statements, program quality criteria and program objectives, refer to the pages in this manual.
- For **training** on various aspects of the process, view the pre-recorded webcasts listed below.
[*2007 Performance-based Contract Overview*](#) (32 min) – Information on what's new for the CY2007 Performance-based contract process and basics of negotiation.

[*2007 Performance-based Contract Program Updates*](#) (70 min) – Information about state and federal program priorities, budget, objectives (required, assurance or template), boundary statements and program quality criteria and data collection issues. Each program section is approximately 10 minutes in length. The order of programs is as follows: Immunization, Childhood Lead, Radon, Family Planning/Reproductive Health, Tobacco Prevention and Control, Maternal and Child Health and Well Woman.

If you want to skip to a specific program update, move the slider below the screen forward approximately 10 minutes per program.

[*2007 Performance-based Contract Program Update for Preparedness*](#) (10 min) – Information specific to the Preparedness program, covering the same topics as above.

[*GAC 101 Review & Updates*](#) (70 min) - Information on the Grants and Contracts (GAC) System, including how to create a variety of reports. This session was recorded in August, 2005 for the CY 2006 Performance-based Contract Process, but has information relevant to the CY 2007 Performance-based Contract Process. This session is recommended for viewing by new local agency or DPH Regional Office staff to become familiar with the GAC System.

[*Overview of the Logic Model and SMART Objectives*](#) (16 min) – This session provides an overview of using the Logic Model to set long, medium and short-term goals to achieve program success. Also included is a discussion of SMART objectives and what the SMART criteria are: **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic and **T**imeframe.